

ACF-218: Quality Progress Report Entering Data into CARS

National Webinar

October 11, 2023

Objectives

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- Understand what CARS is and how to access CARS
- Learn how to navigate and enter details of the QPR in CARS
- Review how to certify and submit the QPR in CARS
- Understand the QPR Review Process
- Review Available Resources



What is CARS?

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The Office of Child Care (OCC) has modernized its legacy IT system, and Lead Agencies use the new system --the **Child Care Automated Reporting System (CARS)**-- to submit plans and reports. CARS contains five modules for State/Territory Lead Agencies:

- ACF-800 (annual aggregate report)
- ACF-801 (monthly case-level report)
- ACF-901 (quarterly provider-level report for ARP Stabilization grants)
- ACF-218 (QPR annual report)
- ACF-118 (CCDF Plan/Amendments)



CARS User Roles: Lead Agencies

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Lead Agency User

Can enter, edit, and view Lead Agency data

Lead Agency Certifier*

Can enter, edit, view, AND certify/submit Lead Agency data

Lead Agency View Only

Can view Lead Agency data

Tech Submitter

Can upload and submit Lead Agency case-level data and view reports (ACF-801 and ACF-901 only)

* The Certifier(s) must be legally authorized to act on behalf of the Lead Agency, thereby granting them the authority to transmit all required data, including the CCDF Plan, to OCC.



How to Register for a CARS Account

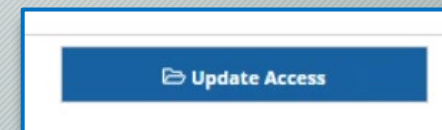
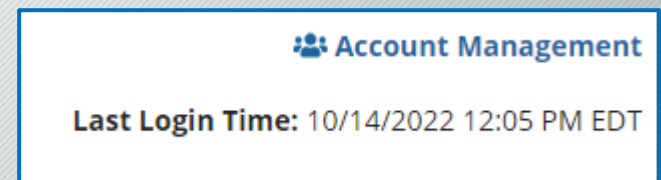
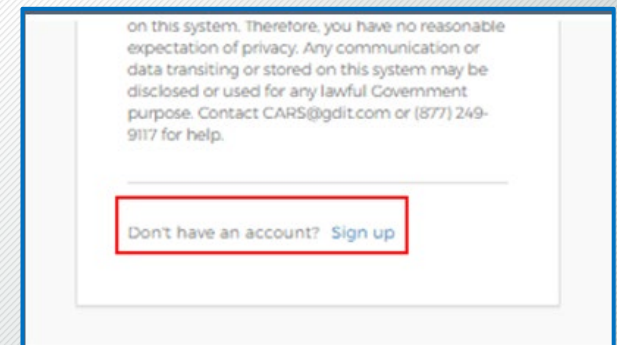
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Registering for a CARS Account

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- Visit the CARS homepage:
<https://cars.acf.hhs.gov>
 - **Create an Account:** Click the “Sign Up” button at the bottom of the page to get started
 - **Add module to existing account:** Click “Account Management” link, then “Update Access Button”

For more assistance setting up your account or requesting a new module, please reach out to the CARS TA Team



Tips for Accessing and Using CARS

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CAUTION, Rules of Behavior!

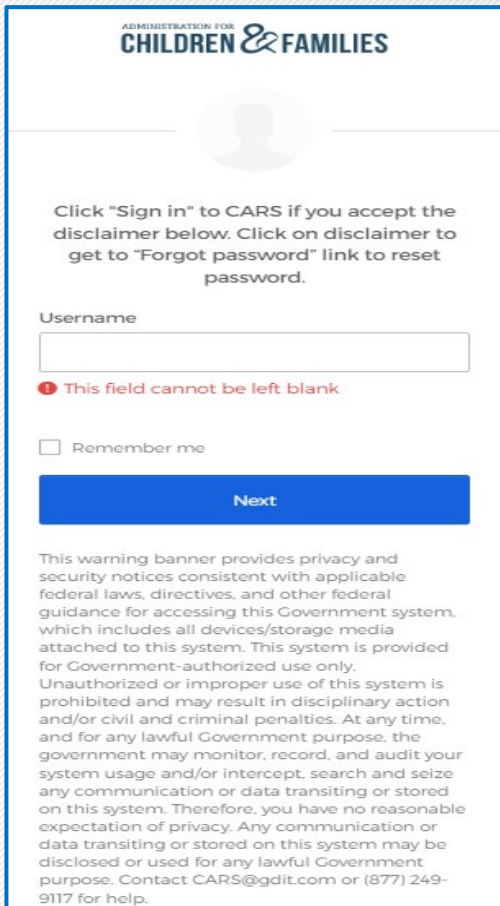
8

- CARS should be used solely for its intended purposes, such as entering CCDF related data, or uploading specific CCDF data reports, or generating reports.
- Do not upload any files that are not specific to your CCDF program. For example, you should upload specific requested files (like a copay scale), but you should not upload a picture of your grandchildren.
- CARS will scan files for viruses and will not accept any file that contains a virus.
- If you have any concerns or questions, please reach out to the CARS TA team at CARS@gdit.com



Accessing CARS

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The screenshot shows the login interface for the Administration for Children & Families (ACF) Child Care Automated Reporting System (CARS). At the top is the ACF logo. Below it is a placeholder for a user profile picture. A message instructs the user to click "Sign in" to accept the disclaimer and to use the "Forgot password" link if needed. There is a "Username" label followed by a text input field. Below the field is a red error message: "This field cannot be left blank." There is a "Remember me" checkbox. A blue "Next" button is at the bottom of the login section. Below the button is a detailed warning banner about privacy and security, stating that the system is for Government-authorized use only and that unauthorized use is prohibited, with potential disciplinary or criminal penalties. It also mentions that the government may monitor, record, and audit system usage.

ADMINISTRATION FOR
CHILDREN & FAMILIES

Click "Sign in" to CARS if you accept the disclaimer below. Click on disclaimer to get to "Forgot password" link to reset password.

Username

 This field cannot be left blank.

☐ Remember me

Next

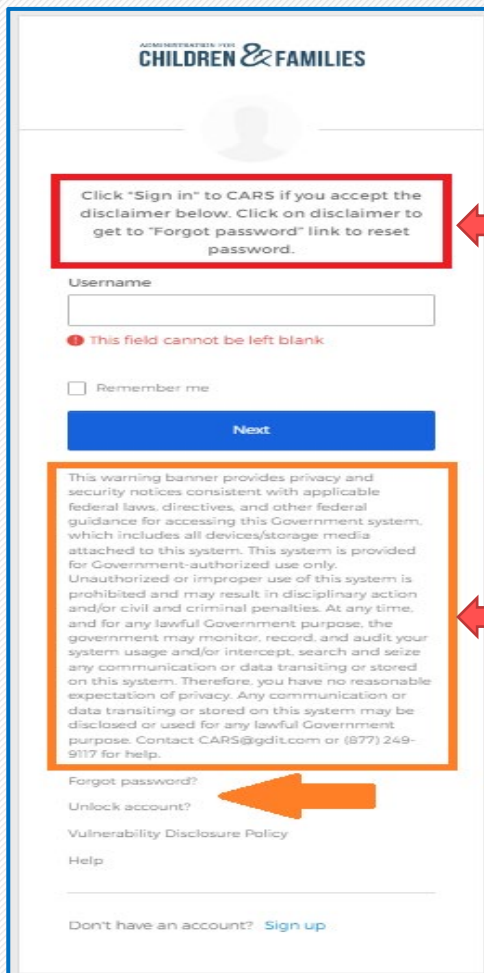
This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose. Contact CARS@gdlt.com or (877) 249-9117 for help.

- Access CARS using your previously established credentials: <https://cars.acf.hhs.gov>
- Reminder: You must use Multi-Factor Authentication (MFA) each time you sign into CARS:
 - Username and Password
 - Code provided by OKTA (via email, text, or phone)



Resetting Passwords

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The screenshot shows the CARS sign-in page. At the top, it says 'ADMINISTRATION FOR CHILDREN & FAMILIES'. Below this is a gray silhouette of a person. A red box highlights the text: 'Click "Sign in" to CARS if you accept the disclaimer below. Click on disclaimer to get to "Forgot password" link to reset password.' Below this is a 'Username' field with a red error message: 'This field cannot be left blank'. There is a 'Remember me' checkbox and a blue 'Next' button. An orange box highlights a warning banner with text about privacy and security. Below the banner are links for 'Forgot password?', 'Unlock account?', 'Vulnerability Disclosure Policy', and 'Help'. At the bottom, there is a link for 'Don't have an account? Sign up'.

ADMINISTRATION FOR
CHILDREN & FAMILIES

Click "Sign in" to CARS if you accept the disclaimer below. Click on disclaimer to get to "Forgot password" link to reset password.

Username

❗ This field cannot be left blank

☐ Remember me

Next

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose. Contact CARS@gditi.com or (877) 249-9117 for help.

[Forgot password?](#)

[Unlock account?](#)

[Vulnerability Disclosure Policy](#)

[Help](#)

Don't have an account? [Sign up](#)

- Instructions for resetting your password are in the gray font at the top of the sign in page
- Click on the **Warning Banner** and the options to reset password and unlock your account appear



Accessing CARS

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Contact TA Support: CARS@gdit.com or 1-877-249-9117, if:

- You need guidance to create your account
- Your account has been **deactivated**
- You are unable to reset your password



Time-Out Security Feature

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- CARS has a time-out feature. As a security measure, you will be logged off if idle for 15 min. You will receive a warning from the system that you will be logged off.
- Click '**RESUME SESSION**' to stay logged in to CARS.

Your Session Is About to Expire

You will be signed out automatically if you do not resume your session within the next 2 minutes.

SIGN OUT

RESUME SESSION



Reminders

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- You need to log into CARS every 60 days to keep your account active.
- You also need to change your password every 60 days.
- Remember to log out of CARS when you have completed your session.





Navigating the QPR in CARS

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Examples Used in Slides

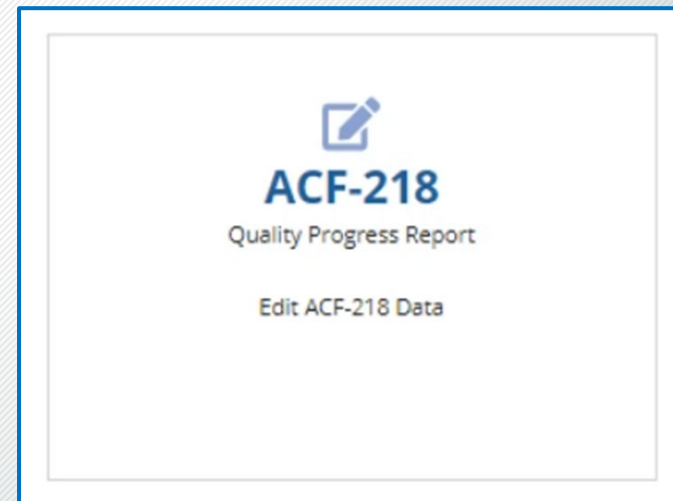
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Accessing the QPR in CARS

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- Click the ACF-218 chiclet to access the QPR
- Next, select the Federal Fiscal year of the QPR you want to view or enter information, and click the START button



Period	State
FY 2023	West Virginia
<input type="button" value="CANCEL"/>	<input type="button" value="START"/>



QPR Main Menu

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QPR Status: Not Started

What do you want to do today? [PRINT QPR](#)

QUALITY PROGRESS REPORT	1 Overview	2 Training and Professional Development	3 Early Learning and Development Guidelines	4 Quality Rating and Improvement System	5 Infant/Toddler Supply and Quality
6 CCR&R Services	7 Compliance with Health, Safety and Licensing	8 Evaluation and Assessment of Child Care Programs	9 Accreditation Support	10 High-Quality Program Standards	11 Other Activities to Improve Quality
12 Annual Report	13 American Rescue Plan (ARP) Act Stabilization Grants	Glossary of Terms			

- The status of the QPR displays near the top of the page.
- The various sections display (*as chiclets*) on the Main Menu of the QPR.
- The *Glossary of Terms* provides definitions for terms used throughout the QPR

QPR Navigation



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QUALITY PROGRESS REPORT	
✓ 1 OVERVIEW	>
○ 2 TRAINING AND PROFESSIONAL DEVELOPMENT	>
3 EARLY LEARNING AND DEVELOPMENT GUIDELINES	>
4 QUALITY RATING AND IMPROVEMENT SYSTEM	>
5 INFANT/TODDLER SUPPLY AND QUALITY	>
6 CCR&R SERVICES	>
7 COMPLIANCE WITH HEALTH, SAFETY AND LICENSING	>
8 EVALUATION AND ASSESSMENT OF CHILD CARE PROGRAMS	>
9 ACCREDITATION SUPPORT	>
10 HIGH-QUALITY PROGRAM STANDARDS	>
11 OTHER ACTIVITIES TO IMPROVE QUALITY	>
12 ANNUAL REPORT	>
13 AMERICAN RESCUE PLAN (ARP) ACT STABILIZATION GRANTS	>
GLOSSARY OF TERMS	

- Navigation Index - The index on the left-hand side of the screen allows for easy navigation to different sections throughout the QPR. Use the Navigation Index to move to another section.
- Icons on the Navigation Index indicate data entry progress.



QPR Navigation



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ACF-218 - Quality Progress Report
Fiscal Year: FY 2023


QPR Status: **Work in Progress**

QUALITY PROGRESS REPORT

✓ 1 OVERVIEW >

○ 2 TRAINING AND PROFESSIONAL DEVELOPMENT ▾

- ✓ 2.1 Lead agency progression of professional development
- ✓ 2.2 Workforce development
- ! 2.3 Licensed child care providers
- 2.4 Licensed CCDF providers


1 Overview

✓

- Once the ACF-218 is being worked on, the QPR status will be “Work in Progress”
 - A checkmark indicates the section has been completed
 - A red exclamation mark indicate validation errors (inconsistencies)
 - A circle indicates that a section has been started but has not been completed
- Depending on your responses to the Spending questions, there may not be an icon (blank), but you can submit the QPR
- The chiclets on the main menu will also utilize the same symbols



QPR Navigation

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- In addition to saving your data, each of these buttons help navigate you through the QPR. However, the “CANCEL” button will not save your data and will direct you back to the main menu.
 - GO BACK - Moves to the previous section of the QPR
 - RUN ERROR REPORT- Runs a full Error Report
 - SAVE - Saves data and provides the option to return to the Main Menu or stay on the current section
 - CONTINUE- Moves to the next section in the report
 - RETURN TO MENU - Jumps back to the Main Menu where you can view the chicklets for each section

The screenshot displays the QPR navigation interface. On the left is a sidebar menu with the following items: 10.1 Quality indicators, 10.2 Spending, 10.3 Progress update, 11 OTHER ACTIVITIES TO IMPROVE QUALITY, 12 ANNUAL REPORT, 13 AMERICAN RESCUE PLAN (ARP) ACT STABILIZATION GRANTS, and GLOSSARY OF TERMS. The main content area contains a list of checkboxes: Ratios and group size, Staff/provider qualifications and professional development, Teacher/provider-child relationships, Teacher/provider instructional practices, Family partnerships and family strengthening, and Other. Describe:. Below these is a red text prompt: "You must select at least one option". At the bottom of the main content area is a "No" radio button. The bottom navigation bar is highlighted with a red border and contains the following buttons: CANCEL, GO BACK, RUN ERROR REPORT, SAVE, CONTINUE, and RETURN TO MENU.



Quality Progress Report (QPR) Data Entry




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Question Locking



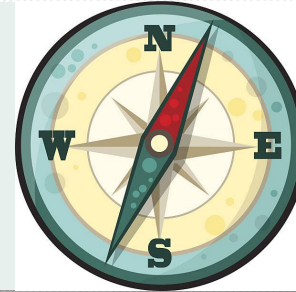
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- When one user accesses a question, it is locked so another user can't make changes to the same question. A locked message will display in the upper right section of the screen.
- You can unlock the QPR question by navigating away from the page by using the navigation in the application (such as SAVE, CONTINUE, RETURN TO MAIN MENU, and CANCEL).
- You will lock the page (question) for other users if you are Timed-Out while in a QPR question. Locks expire after 2 hours.
- Be mindful of signing out and/or navigating away from that page appropriately so other users can access the page to enter information.

OMB Approval Number: 0970-0517 ⓘ
Expiration Date: 12/31/2024
Last modified by: State Certifier on Oct 11, 2022 12:09 PM
 Locked By: State Certifier
 Download QPR  PRINT QPR



CARS Navigation Tips



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- Never use the browser Refresh option to navigate (*the browser refresh is outside the application and will return the user to the Home Page*). Always use the application navigation (SAVE, CONTINUE, RETURN TO MENU, GO BACK, etc.)
- Users can enter as much or as little data as they want each time they update a section. However, users cannot certify/submit the report until all data is entered.
- Validation messages appear on the screen when the user enters a response and clicks out/tabs out of the question.

A screenshot of a web form titled "2.1 Lead Agency Progression of Professional Development Registry". Below the title is a sub-header "2.1.1 Professional Development Registry". The main question is "Did the lead agency use a workforce registry or professional development registry?". There are two radio button options: "Yes. If yes, describe:" and "No. If no, what alternative does the lead agency use to track the professional development of its staff?". The "No" option is selected. Below the options is a text input field. At the bottom of the form, a red error message says "You must enter text". A red arrow points from the bottom left of the slide towards this error message.

Data Entry in CARS

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Common Data Entry Functions - Standard functions and features such as text boxes, radio buttons, checkbox boxes, and drop-down selection lists are used throughout CARS to enter and edit data, as well as to view, submit and certify the QPR.

5.1 Infant/Toddler Specialists

5.1.1 Infant/Toddler Specialists

Did providers have access to infant/toddler specialists during October 1, 2022 to September 30, 2022?

☐ Yes

☐ No, there are no infant/toddler specialists in the state/territory

☒ N/A. Describe

You must enter text

5.1.2 Infant/Toddler Specialists Supports Provided

If yes, what supports do the infant/toddler specialists provide?

☐ Relationship-caregiving practices (or quality caregiving/developmentally appropriate practices)

☐ On-site and virtual coaching

☐ Health and safety practices

☐ Individualized professional development consultation (e.g., opportunities for or awareness of training opportunities)

☐ Group professional development

☐ Family engagement and partnerships

☐ Part C early intervention services

☐ Mental health of babies, toddlers, and families

☐ Mental health of providers

☐ Behavioral Health

☐ Other. Describe

5.1.3 Spending - Infant/Toddler Specialists



Data Entry in CARS

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- **Consistency Checks** - The QPR will require certain questions be completed depending upon how the user has answered a prior question.
- In this example, if the user selects “yes,” then they are required to indicate appropriate standards utilizing check boxes.

6.1 Spending - Child Care Resource and Referral Services

6.1.1 Spending - Child Care Resource and Referral Services

Were funds from any sources (e.g., CCDF quality set aside, non-CCDF funds, CARES, CRRSA, ARP 2022, to September 30, 2023)?

- ☐ Yes, if so which funding source(s) were used?
☐ No

6.1 Spending - Child Care Resource and Referral Services

6.1.1 Spending - Child Care Resource and Referral Services

Were funds from any sources (e.g., CCDF quality set aside, non-CCDF funds, CARES, CRRSA, ARP 2022, to September 30, 2023)?

☒ Yes, if so which funding source(s) were used?

- ☐ CCDF quality funds
☐ Non-CCDF funds
☐ CARES funds
☐ CRRSA Funds
☐ ARP Supplemental Discretionary
☐ ARP Stabilization 10% set-aside
☐ Unable to report. Indicate reason:

What is the total amount spent across all funding sources (i.e., CCDF quality set aside, non-CCDF funds, CARES, CRRSA, ARP 2022, to September 30, 2023) to establish, expand, modify, or maintain a state?

Amount spent: \$



Required Questions

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- There are optional text boxes throughout the QPR. As desired, provide additional information that you would like to share with OCC in the text boxes.
- Not all red validation errors are the same. Read the error message to ensure you are providing the correct information.

Optional: Use this space to tell us any additional information about how funds were spent that is not captured in the items already reported

You must enter text

How many tiers/levels? [insert number of tiers below as required and

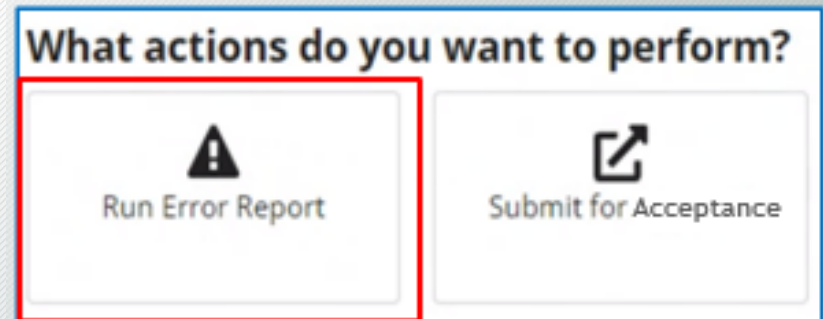
You must enter a valid number

Total number of licensed child care centers meeting high quality defini

Running an Error Report

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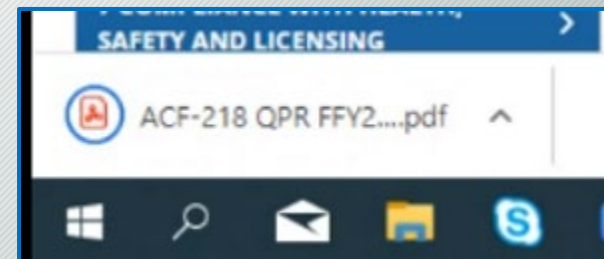
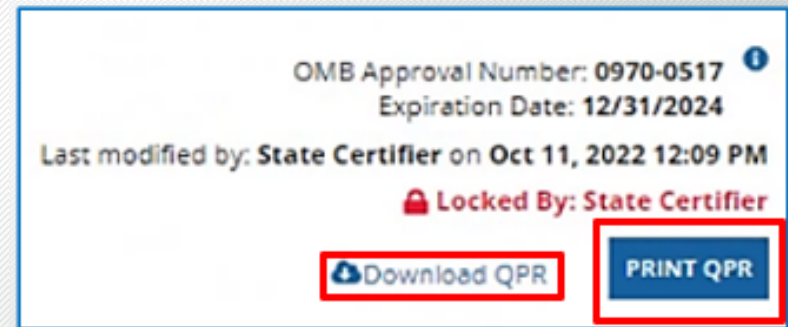
- Generate an Error Report to see any sections that have not been completed or that have validation errors.
- To generate the report, click the Run Error Report chiclet under “What actions do you want to perform?” (*can also run from within the report*)
- The Submit for Acceptance chiclet will not appear until the QPR is complete with no errors.
- If errors are found, corrections need to be made.



Printing the QPR

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- To print the QPR, click the blue “Print QPR” button located in the top right of the page in CARS.
- Then select the “Download QPR” link.
- The QPR is downloaded as a pdf.
- Click the link to open the pdf.



How to Certify and Submit your QPR in CARS

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Submitting the QPR

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Note: You need to answer all the required sections to be able to submit. Run the Error Report to find out if you have completed all the required information.



Running an Error Report

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Understanding the Error Report:

- In the example below, Section 1 has **No Errors Found** - All questions in this section are completed.
- For sections not completed, the Error Report will only display those sections that have not been completed or have validation errors. In the example below, Section 2 shows the following statuses:
 - NOT STARTED - The question has not yet been started
 - IN PROGRESS - The question has not been completed
 - VALIDATION ERROR - Question contains inconsistent information and additional information is needed.



Section 1 Overview	
No Errors Found	
Section 2 Training and Professional Development	
Question	Status
2.3 Licensed child care providers qualification level	VALIDATION ERROR
2.4 Licensed CCDF providers qualification level	IN PROGRESS
2.6.1 Spending on training and professional development	NOT STARTED
2.7 Training and professional development progress update	NOT STARTED

Submitting the QPR

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- To begin the submission process, click “Submit for Acceptance”.
- Check the box to acknowledge the QPR meets all the requirements. The CERTIFY AND SUBMIT button will not be available until after you have acknowledged.
- Once acknowledged, click the highlighted blue “CERTIFY AND SUBMIT” button.

What actions do you want to perform?

 Run Error Report	 Submit for Acceptance
---------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------

Acknowledge

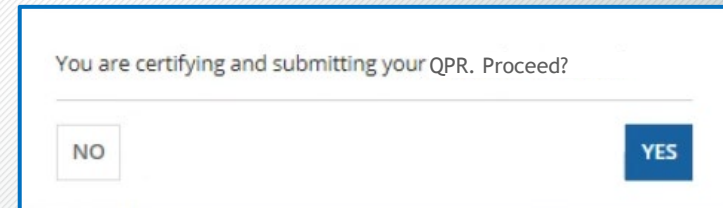
☐ I acknowledge that the QPR meets the required a

CERTIFY AND SUBMIT

Submitting the QPR

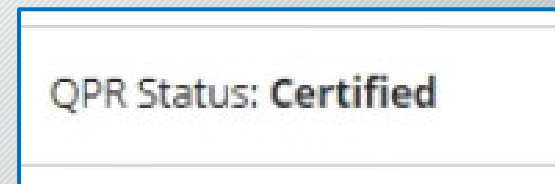
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- Last, you will be asked to proceed in certifying and submitting your State QPR. Click “YES” to proceed or “NO” to stop the process.
- Upon successful submission, the status of your QPR will be “Certified”.
- After your QPR has been certified and submitted, you will no longer see the options to “Run Error Report” or “Submit for Acceptance”.
- Once the QPR is Certified, you are no longer able to make changes unless it is returned by Regional Office for updates.



You are certifying and submitting your QPR. Proceed?

NO YES



QPR Status: **Certified**

QPR Review Process

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QPR Returned for Updates

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- RO staff will review and return the QPR if more information is needed.
- The Lead Agency users will receive a CARS notification when a QPR is returned for updates.
- QPR Status will show Returned for Updates.

ACF-218 - Quality Progress Report - West Virginia
Fiscal Year: FY 2023

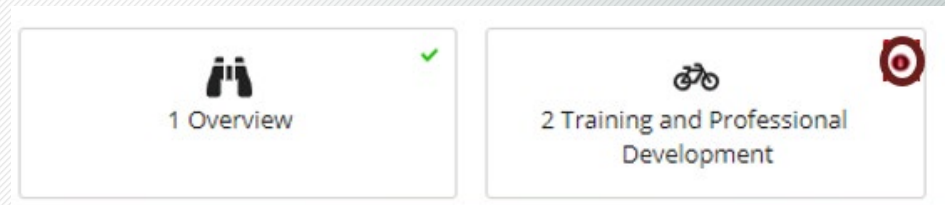
QPR Status: **Returned for Updates**



QPR Returned for Updates

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- Sections for which the RO has requested additional information are marked with a little red “i” icon.
- The “i” icon will also display in the navigation pane that tells the Lead Agency to review the responses to these sections. *The icon is blue if it is the section you are actively working on.*
- Once you update a question or section, the icon will remain red until after resubmission



QPR Returned for Updates

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- Lead Agency users will be able to see comments associated with the section that has been returned.
- These comments detail what additional edits need to be made to the QPR question(s).
- The comments are at the bottom of the question that has been returned for updates.
- Once all changes are made, then the Certifier can re-certify and submit.

1.1 State or Territory Child Care Provider Population

1.1.1 Total Number of Licensed Providers

Enter the total number of licensed child care providers that operated in the state or territory as of September 30, 2023. These counts should include all licensed child care providers and subsidies.

☐ Licensed center-based programs

☒ Licensed family child care homes

Enter Number:

☒ Unable to provide number. Indicate reason:
don't know the answer

Recommend for Acceptance

Recommend for Acceptance

☐ Flag for RPM

☐ Flag for Central Office

☐ Show Internal Comments ☒ Show External Comments

External Comments

Name	Date	Comment
RO User	9/26/2023 10:45 AM EDT	Information for ACF-800 is needed to confirm this data please check with Avery





Upcoming CARS TA Support and Resources

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TA Support and Resources

- Be on the look-out for calendar invites for Office Hours in mid- Nov. and Dec.
- If you have questions about the QPR, contact your Regional Office staff.

If you experience technical issues, contact:

CARS TA Team:

CARS@gdit.com

877-249-9117

